APPENDIX B

Typical Routine Tasks For Traction Elevators

1. Inspect, clean, and lubricate the machine room equipment;
2. Inspect the car leveling units, the alarm bell, the retiring cam and fastenings, the emergency stop switch and the sensitive edge and photo cells;
3. Inspect and clean the controller's contacts;
4. Inspect, clean, lubricate and adjust, as necessary, the car and counterweight rail lubricators;
5. Inspect, clean and lubricate the machine worms and gears;
6. Inspect, clean and lubricate the sleeve bearings;
7. Check all indicator lights, lanterns, bells, and gongs;
8. Inspect the car lighting system;
9. Inspect, clean, and lubricate the car door tracks, sheaves and chains;
10. Inspect the elevator communication system;
11. Inspect, clean, and lubricate the car fan or blower;
12. Inspect and lubricate the machine drum shielded bearings;
13. Inspect the traveling cable;
14. Inspect the hoistway sheaves for cracks;
15. Clean up and remove all debris from work area. Clean handrails, car top, pit, and machine room. Remove barricades and place elevators back into service.

Typical Routine Tasks For Hydraulic Elevators

1. General Troubleshooting and repair of out of service hydraulic elevators;
2. Repair piston head leak and re-pack the piston;
3. Ride each car to check for unusual noises and deficiencies in operation;
4. Inspect and clean the car top and pit equipment;
5. Check the oil in the tank;
6. Inspect the jack plunger;
7. Inspect the jack assembly and determine whether too much oil is leaking through;
8. Inspect the car safety edge and retraction;
9. Test the alarm button and check the emergency switch;
10. Inspect, clean, and lubricate the door tracks;
11. Inspect the car lighting system;
12. Inspect the elevator communication system;
13. Inspect and clean the controller fuses and holders;
14. Inspect and adjust the door speeds, door relating cable tension, and the car steadying plates;
15. Observe operation of motor and pump, controls, and plunger. Adjust as necessary for proper operation. Check for leaks on oil lines, tank, and packing. Repair leaks. If creeping is excessive, correct;
16. Lubricate the bearings in accordance with manufacturer's specification. Tighten all motor connections;

17. Test manual and emergency control. Clean and lubricate as necessary for proper operation;
18. Clean, lubricate, and inspect hangers, and all related gate operating mechanisms;
19. Check safety edge, light rays, gibs, sills, proper operating speed, and force close speed. Repair and adjust as necessary for proper operation;
20. Check inspection station for proper operation. Inspect hoist and governor ropes for any wear and tear. Inspect car top sheaves for any wear and tear. Inspect car top for any loose wiring, greenfield or missing covers;
21. Inspect leveling operation. Clean and lubricate switches, vanes, and all other related parts and adjust to obtain proper leveling at all landings, both in the UP and DOWN direction, within inches above or below the landing sill;
22. Inspect printed circuit board & other solid state devices for cleanliness, condensation spots, evidence of heating, & deterioration. Check to ensure proper operating functions of solid state devices; and
23. Inspect and lubricate all hoistway door equipment, replace and adjust as necessary. Clean all door tracks.

Typical Routine Tasks For Escalators

1. General Troubleshooting and repair of out of service escalators;
2. Check the temperature rise of machine bearings, brake coils, controller coils and contact;
3. Inspect the step treads, paying particular attention to breakage, loose screws, and proper lighting;
4. Inspect the step risers, balustrading, skirt and curtain guards, paying particular attention to clearances, projections, shear and tripping hazards, balustrade lighting;
5. Check comb plates and floor plates for wear which might pose a tripping or slipping hazard. Inspect and clean the comb teeth, paying particular attention to broken or bent comb teeth, and clearances between comb teeth and step treads;
6. Check operation of escalators for smoothness, unusual vibration or noise, condition of handrails, etc;
7. Check clearance between steps and skirt panel. Look for anything (loose trim, screws or bolts) that could snag or damage clothing or cause injury. Check operation of handrail brushes;
8. Lubricate step rollers, step chain, drive gears or chains, handrail drive chains, etc., according to manufacturer's instructions. Observe gears and chains for signs of wear, misalignment, etc. Adjust as required;
9. Check motor for proper operation and signs of overheating;
10. Inspect controller for loose leads, burned contacts, etc. Repair as required;
11. Check escalator lighting. Replace bulbs as required;
12. Operate each emergency stop button and note that the escalator stops. If the escalator has the capabilities of running in both directions, stop buttons should function properly for each direction of travel. Observe the stopping distance; and
13. Clean up and remove all debris from work area. Clean handrails as required. Remove barricades and place escalator back into service.

Typical Routine Tasks For Accessible Lifts

1. General Troubleshooting and repair of out of service lifts;
2. Check and test all safety, emergency stop/alarm and limit switches;
3. Check condition of belt and replace as needed;
4. Check pulleys and adjust as needed;
5. Lubricate motor, screw shaft and bearings;
6. Adjust floor ramp to function correctly;
7. Test function switches and repair or replace as necessary;
8. With the unit running, check lift operation;
9. Check alignment of platform and doors;
10. Check door interlock switch for proper operation;
11. Check call/send controls at each station and on platform; and
12. Clean the pit. Remove all trash and used parts.